



USAID
FROM THE AMERICAN PEOPLE

ADS Chapter 504

Agency Notices

Document Quality Check Date: 08/24/2012
Revision Date: 04/08/2011
Responsible Office: M/MPBP/POL
File Name: 504_082412

Functional Series 500 – Management Services**ADS 504 – Agency Notices**POC for ADS 504: Albert Moesle, (202) 712-0468, amoesle@usaid.gov**Table of Contents**

<u>504.1</u>	<u>OVERVIEW</u>	<u>3</u>
<u>*504.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>3</u>
<u>*504.3</u>	<u>POLICY DIRECTIVES AND REQUIRED PROCEDURES</u>	<u>4</u>
<u>504.3.1</u>	<u>Agency Notices</u>	<u>4</u>
<u>504.3.1.1</u>	<u>Notice Audiences</u>	<u>4</u>
<u>*504.3.1.2</u>	<u>Notice Categories</u>	<u>4</u>
<u>*504.3.1.3</u>	<u>Executive Messages</u>	<u>7</u>
<u>*504.3.2</u>	<u>How to Create an Agency Notice</u>	<u>8</u>
<u>504.3.3</u>	<u>Accessing Agency Notices</u>	<u>9</u>
<u>504.3.3.1</u>	<u>Daily Emails From Notice Sender</u>	<u>9</u>
<u>504.3.3.2</u>	<u>Other Notices Help</u>	<u>10</u>
<u>504.3.3.3</u>	<u>Posting and Distributing Nightly Notices</u>	<u>10</u>
<u>504.4</u>	<u>MANDATORY REFERENCES</u>	<u>10</u>
<u>504.4.1</u>	<u>External Mandatory References</u>	<u>10</u>
<u>504.4.2</u>	<u>Internal Mandatory References</u>	<u>10</u>
<u>504.4.3</u>	<u>Mandatory Forms</u>	<u>11</u>
<u>504.5</u>	<u>ADDITIONAL HELP</u>	<u>11</u>
<u>504.5.1</u>	<u>Optional Forms</u> <u>Error! Bookmark not defined.</u>	
<u>*504.6</u>	<u>DEFINITIONS</u>	<u>11</u>

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

ADS 504 – Agency Notices

504.1 OVERVIEW

Effective Date: 06/02/2008

The Agency disseminates official Agency information via Agency Notices. This chapter contains the policy directives and required procedures for creating, clearing, distributing, posting, and accessing Agency Notices.

*504.2 PRIMARY RESPONSIBILITIES

Effective Date: 04/08/2011

- a. **The Bureau for Management, Office of Management Policy, Budget, and Performance, Division of Policy (M/MPBP/POL)** has management oversight for Agency Notices. M/MPBP/POL trains Agency employees on the Notice system and serves as record keeper for Policy Notice information.
- b. **The Bureau for Management, Office of the Chief Information Officer, Knowledge Management, Web Services (M/CIO/KM/WS)** provides technical maintenance for the Notice database on the USAID intranet.
- c. **Authorized Notice Senders** review Notices for proper format and send them to M/MPBP/POL for posting. Authorized Notice Senders are also the liaisons between M/MPBP/POL and Notice authors in their Bureau/Independent Office (B/IO).
- d. **Mission Directors and Executive Officers (EXOs)** ensure that all Mission employees have access to all Agency General Notices and Executive Messages.
- e. **The Deputy Assistant Administrator for the Office of Human Resources (DAA/HR)** reviews all Operating Expense (OE)-funded, internationally recruited U.S. Personal Service Contractor (USPSC) announcements.
- *f. **The Bureau for Management, Office of Management Policy, Budget and Performance, Division of Policy (M/MPBP/POL); the Office of the Executive Secretariat (ES); the Bureau for Legislative and Public Affairs (LPA); the Bureau for Management, Assistant Administrator for Management (AA/M); the Bureau for Management, Office of Management Services, Headquarters Management Division (M/MS/HMD); and the Office of Security (SEC)** are authorized to send Executive Messages.
- *g. **The Bureau for Management, Assistant Administrator for Management (AA/M); the Bureau for Management, Office of Management Services, Headquarters Management Division (M/MS/HMD); the Office of Security (SEC); and the Bureau for Management, Office of Management Policy, Budget, and Performance, Division of Policy (M/MPBP/POL)** may send Security and Safety Notices.

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

504.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

504.3.1 Agency Notices

Effective Date: 06/02/2008

Agency Notices are the Agency's official method of disseminating official, unclassified information of significant but in most cases, temporary interest. Policy Notices are the only Notices that contain information that is retained for any length of time. (See **504.3.1.2** and [ADS 501](#) for detailed information on Policy Notices.) M/MPBP/POL makes all final determinations regarding Agency Notices.

504.3.1.1 Notice Audiences

Effective Date: 06/02/2008

There are two audiences for Agency Notices:

- **USAID/W Notices** are Notices that are only of interest to USAID personnel located in Washington. Examples of these Notices are Metrochek distribution Notices, brown bag lunch Notices, and building maintenance Notices. These Notices are distributed to USAID/Washington (USAID/W) employees only.
- **USAID/General Notices** are Notices that are relevant to both USAID/W and Mission personnel. Examples of these Notices are Policy Notices and Information Notices. These Notices are distributed to **everyone** in USAID/W and to a specific mailbox established at each Mission to receive Agency Notices.

*504.3.1.2 Notice Categories

Effective Date: 04/08/2011

The author of the Notice must mark the Notice as one of the following 11 categories:

- a. ADMINISTRATOR
- b. POLICY
- c. POLICY– REMINDER
- d. EXECUTIVE MESSAGE
- *e. SECURITY AND SAFETY (Only SEC, M/MS/HMD, M/MPBP/POL, and M/AA may use this category)
- f. INFORMATION
- *g. GENERAL PERSONNEL
- *h. JOB OPPORTUNITY
- i. TRAINING
- *j. UNION – AFGE (American Federation of Government Employees)

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

- *k. UNION – AFSA (American Foreign Service Association)

Descriptions of Notice categories follow. See [The USAID Notice Process](#) for more information on these categories.

1. **ADMINISTRATOR.** Information for the Agency from the Administrator's Office.
- *2. **POLICY.** A Notice that announces the release of new, revised, or cancelled Agency policy directives and required procedures, which may require ADS clearance (see [ADS 501](#)), and always the completion of [USAID Form 3-252](#).
 - The policy in a Policy Notice must be incorporated into the relevant ADS chapter or reference within one year.
 - *M/MPBP/POL posts the ADS material to the internal ADS Web site within one business day of it being issued as a USAID/General Policy Notice.
3. **POLICY-REMINDER.** Reminder of existing mandatory policy directives and required procedures.
4. **EXECUTIVE MESSAGE.** A Notice that relays critical Agency information and/or is time-sensitive.
- *5. **SECURITY AND SAFETY.** Only M/AA, M/MS/HMD, SEC, and M/MPBP/POL may use this category.
6. **INFORMATION.** Information Notices contain internal USAID information that is of general employee-relations interest (for example, brown bag lunches, film presentations, awards, and ceremonies, Combined Federal Campaign, death of an Agency employee or immediate family member (spouse, child, or parent)). **Please see the next page for information about written authorization required for death notices.**

With the exception of the U.S. Department of State Notices, Information Notices exclude non-USAID-sponsored or-endorsed activities.

The following are additional rules for **Information Notices**:

- a. **Out-of-Office or Leave-of-Absence Notices.** These are limited to the following:
 - Administrator (A/AID)
 - Deputy Administrator (DA/AID)
 - Assistant Administrators (AAs)

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

- Chief Acquisition Officer/Procurement Executive (CAO/PE)
- Chief Financial Officer (CFO)
- Chief Information Officer (CIO)
- Director of Human Resources (D/HR)
- Directors of Independent Offices (D/IOs) (Please refer to the Definition section, 504.6, for the difference between an Independent Office and an Office.)

The Notice system may no longer be used to announce when a DAA, Office Director, or Division Chief is on TDY or leave.

- b. Office Designation Notices.** This category is limited to announcing appointments of Division Chiefs and higher to the appropriate B/IO. Office Designation Notices may also be used to announce the appointments of Mission Directors.

Please Note:

The announcement of Division Chiefs or Directors on TDY or leave is prohibited. The Notice System no longer processes these types of Notices. Please send them to your Administrative Management Staff (AMS) Officer for internal processing.

- c. Death Announcements.** These are limited to Agency employees, their spouses, children, and parents, and U.S. Personal Services Contractors (USPSCs) who die in the line of duty or shortly thereafter (see [ADS 492](#)).

Please note that, in order to be in compliance with the [Privacy Act \(Public Law 93-579 \(5 U.S.C. Section 552a\)\)](#), whenever the Authorized Notice Sender wants to include any personal information (address, phone number, or email address of surviving relative) in the death notice, M/MPBP/POL must receive written authorization from the issuing B/IO in the form of this short note:

“I have spoken to (employee name) and she/he has authorized us to publish his/her (address, phone number, or email address) in the Agency notice being issued regarding the death of (name of employee’s dead relative).”

There are no exceptions to this rule.

- d. Reminder Notices.** When possible, state just the facts and do not repeat the original Notice. Keep reminder Notices brief and, whenever possible, only state pertinent information.

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

- e. **Retirement Notices and Farewell Parties.** Only the Administrator may send these. You may distribute other retirement and farewell announcements through your B/IO AMS.

Do not use the category “Information” to distribute policy or procedure.

There are additional rules for Information Notices that must be followed. See [The USAID Notice Process, Attachment A](#) for these rules.

- *7. **GENERAL PERSONNEL.** The Office of Human Resources (HR) generates Notices that concern personnel issues (for example, assignment review boards, Foreign Service assignments, Merit Promotion Information, Holidays, and donating leave). Please note that Job Opportunities are a separate Notice category.
- *8. **JOB OPPORTUNITY.** A category of Notice that consists of Job Opportunity Announcements (JOAs), Personal Service Contractor (PSC) solicitations, and other USAID vacancy announcements.
- 9. **TRAINING.** Information related to training offered by or to the Agency.
- *10. **UNION – AFGE.** These civil service union notices must be marked with the union acronym, AFGE, next to the category and sent to the Notice Mailbox from the AFGE Authorized Notice Sender.
- *11. **UNION – AFSA.** These foreign service union notices must be marked with the union acronym, AFSA, next to the category and sent to the Notice Mailbox from the AFSA Authorized Notice Sender.

Please see [The USAID Notice Process, Attachment A: Notice Categories](#) to learn about the process for creating, clearing, and distributing Agency Notices.

***504.3.1.3 Executive Messages**

Effective Date: 04/08/2011

M/MPBP/POL has management oversight of Executive Messages. Executive Messages are those messages that relay critical Agency information and/or are time-sensitive. They announce information that must be received by Agency employees in less than 24 hours. Therefore, they cannot wait for the daily email distribution and posting to the Notice database on the USAID intranet.

*Only designated Authorized Notice Senders from, ES, LPA, AA/M, M/MS/HMD, M/MPBP/POL, and SEC may transmit Executive Messages.

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

*If you work for another office and have a message that you would like to issue as an Executive Message, contact the M/MPBP/POL ADS and Notices Team at (202) 355-7450 or contact Albert Moesle (M/MPBP/POL), ADS COR, at (202) 712-0648. M/MPBP/POL will make all final determinations on Executive Messages.

*Executive Messages are sent from a mailbox called Executive Message. The emails are distributed to the same addresses as Agency Notices. Verdana 10 pt. font is the official and mandatory font for Executive Messages and Agency Notices.

Note: The Executive Message mailbox only distributes email. It does not receive email. Do not send email to this mailbox. Send your questions to Notice Mailbox M/MPBP/POL (nmailbox@usaid.gov).

M/MPBP/POL also posts Executive Messages to the Notice database system on the USAID intranet, with a note about their prior distribution.

***504.3.2 How to Create an Agency Notice**

Effective Date: 04/08/2011

a. If you have information that needs to be distributed and you think it is best suited for an Agency Notice, you must

- *Use the [Notice Generator](#) if you are an Authorized Notice Sender. (See [504maa, Authorized Senders for Agency Notices](#).)
- Create the Notice in the proper format and make sure that your attachment is [Section 508](#) compliant. **Section 508 of the Rehabilitation Act** requires that

“Federal employees with disabilities have access to and use of information that is comparable to the access and use by Federal employees who are not individuals with disabilities, unless an undue burden would be imposed on the agency; and

Members of the public with disabilities seeking information or services from an agency have access to and use of information and data that is comparable to the access and use by members of the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.” (See [The ADS Process, section C.2 Section 508 Format Requirements](#))

- You may also contact M/MPBP/POL for guidance.
- Obtain any required clearances (see [The USAID Notice Process, section IV](#)); and

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

- Send the Notice to the Authorized Notice Sender in your B/IO. The Authorized Notice Sender sends it to Notice Mailbox for issuance.
- b. M/MPBP/POL may authorize changes to the above procedures for Notices and Executive Messages.

504.3.3 Accessing Agency Notices

Effective Date: 06/02/2008

USAID employees can access Agency Notices **through the Notice database system housed on the USAID intranet** or from their daily email from Notice Sender. See [The USAID Notice Process, section I](#), for procedures on accessing the Notices electronically; how employees without email access Notices; and how to request a copy of a Notice that you cannot find.

504.3.3.1 Daily Emails From Notice Sender

Effective Date: 06/02/2008

In addition to posting Notices to the Notice database, M/MPBP/POL distributes, at the end of each business day, the day's Notices via email from the Notice Sender mailbox.

- Each evening, **USAID/W** personnel are sent an email from **Notice Sender (M.MPBP.POL)** containing Notice titles and hyperlinks to all the Notices posted that day. Additionally, this email contains a hyperlink to the U.S. Department of State Web site.
- Each evening, **Missions** are sent an email from Notice Sender (M.MPBP.POL) with that day's General Notices attached. Each Mission must establish a generic mailbox to receive Notices and Executive Messages. If you have not already or you are a new Mission, when you establish your generic Notice mailbox, please send the name of your new mailbox to nmailbox@usaid.gov. An example of the name of a generic notice mailbox for Missions is caironotices@usaid.gov.

The Mission Director, EXO, or their designee is responsible for maintaining the generic mailbox at each Mission. On a daily basis, all Missions **must** make every Notice available to all USAID employees at the Mission. Missions must forward the nightly email, as is, from Notice Sender to all Mission personnel. Additionally, the designee is responsible for forwarding Executive Message emails to **all** Mission personnel when these messages arrive in the Mission mailbox.

If Mission personnel wish to issue a Notice for distribution, they must send the Notice to their Bureau's Authorized Notice Sender for distribution. (See [Authorized Senders for Agency Notices](#).) Send your questions about Notices to **Notice Mailbox (M.MPBP.POL)**. The email address is nmailbox@usaid.gov.

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

504.3.3.2 Other Notices Help

Effective Date: 06/02/2008

If you cannot find a Notice on the Notice database, or if you have other Notice-related questions (accessing, viewing, or downloading), contact M/MPBP/POL by sending an email to nmailbox@usaid.gov or type in **Notice Mailbox (M.MPBP.POL)** on the Global Address List in Microsoft Outlook.

504.3.3.3 Posting and Distributing Nightly Notices

Effective Date: 06/02/2008

All Notices received in Notice Mailbox by 3:30 p.m., Monday through Friday, will be released that evening. M/MPBP/POL reviews the Notice for grammar, punctuation, and Plain Language; coherence of ideas, logical flow, and timeliness of information; complete and accurate information and correct approvals, when appropriate. M/MPBP/POL will return the Notice to the Authorized Notice Sender for correction if any of these items are incorrect or missing. Otherwise, at the end of each business day, M/MPBP/POL distributes the day's Notices from the Notice Sender email box and posts them to the Notices database on the USAID intranet.

504.4 MANDATORY REFERENCES**504.4.1 External Mandatory References**

Effective Date: 06/02/2008

- a. [36 CFR 1194, Electronic and Information Technology Accessibility Standards](#)
- b. [The Privacy Act \(Public Law 93-579; 5 U.S.C. Section 552a\)](#)

504.4.2 Internal Mandatory References

Effective Date: 02/02/2009

- a. [ADS 492, USAID Employee Memorial Program](#)
- b. [ADS 501, The Automated Directives System \(ADS\)](#)
- c. [ADS 501mad, USAID-Federal Regulations for Web Accessibility: \(\[http://www.usaid.gov/info_technology/xweb/federal_regs.html\]\(http://www.usaid.gov/info_technology/xweb/federal_regs.html\)\)](#)
- d. [ADS 501mae, The ADS Process](#) (a mandatory reference for ADS 501)
- e. [ADS 504maa, Authorized Notice Senders for Agency Notices](#)

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

- f. [ADS 504mac, The USAID Notice Process: Creating, Clearing, and Sending Agency Notices](#)

504.4.3 Mandatory Forms
Effective Date: 06/02/2008

- a. [AID Form 3-252, USAID Directives System Issuance Request](#)

504.5 ADDITIONAL HELP
Effective Date: 06/02/2008

- a. [ADS 504saa, Sample Agency Notice](#)

***504.6 DEFINITIONS**
Effective Date: 04/08/2011

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

ADS clearance

The ADS Clearance process is the mechanism for vetting and clearing Agency-wide internal regulations (policy directives) and required operating procedures. ADS Authors must obtain ADS clearance for all new, substantively revised, or canceled material before issuance. Editorial changes do not require clearance. (Chapter 504)

***Agency Notice**

The Agency's official method of disseminating official, unclassified information of significant but temporary interest. Agency Notices are not for material that is to be retained for any length of time, with the exception of Policy Notices. Verdana 10 pt. font is the official and mandatory font for Executive Messages and Agency Notices. (Chapter 504)

Authorized Notice Sender

The person responsible for reviewing Notices for proper format and sending them to the Bureau for Management, Office of Management Policy, Budget and Performance, Division of Policy (M/MPBP/POL) for posting. (Chapter 504)

***Executive Message**

A Notice that relays critical Agency information and/or is time-sensitive. Therefore, it cannot wait for the daily email distribution and posting to the Notice Web database on the USAID intranet. Verdana 10 pt. font is the official and mandatory font for Executive Messages and Agency Notices. (Chapter 504)

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

Independent Office

A major organization unit of the Agency that reports to the Office of the Administrator; a Level I organization. An Independent Office is responsible for significant Agency-wide program or staff functions. (Chapters [102](#), 504)

Office

An organization unit within a Bureau or Mission; a Level II (Bureau-level) or III (Mission-level) organization. An office is responsible for the conduct or management of a program and/or activities that constitute the line function of an organization. (Chapters [102](#), [501](#), 504)

operating expenses (OE)

Costs related to personnel, other administration costs, rental, and depreciation of fixed assets. (Chapters [200-203](#), 504)

policy

USAID policy includes both mandatory guidance (policy directives and internal mandatory references) as well as broader official statements of Agency goals, guiding principles, and views on development challenges and best practice in addressing those challenges. (Chapters [501](#), 504)

***Policy Notice**

A Policy Notice contains new, revised, or cancelled Agency policy directives and required procedures. Policy Notices are always distributed as USAID/General Notices. Since all policy must be incorporated into the ADS, the ADS clearance and issuance, process must be adhered to when authors wish to issue policy via a Policy Notice. Verdana 10 pt. font is the official and mandatory font for Executive Messages and Agency Notices. (Chapter 504)

program-funded property (USAID)

Program-funded property is property distinct from OE-funded property, which is procured for the achievement of a Strategic Objective with funds of a USAID activity or project. When title for this property is vested in USAID, and it is in USAID custody, USAID inventory records shall indicate funding source. (Chapters 504, [534](#))

504_082412

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*